

**PROCEEDINGS OF THE BROWN COUNTY**  
**LAND CONSERVATION SUBCOMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Land Conservation Subcommittee** was held on Monday, March 25, 2013 in Room 161 of the UW Extension Center, 1150 Bellevue Street, Green Bay, WI

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**Present:** Chair Dantine, Supervisors Kaster, Erickson, Sieber, Landwehr, Norb Van De Hei  
**Also Present:** Jim Jolly, Jon Bechle, Executive Streckenbach, Supervisor Van Dyck, other interested parties.

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Norb Dantine at 6:00 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Sieber, seconded by N. Vande Hei to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**III. Approve/modify minutes of Land Conversation Subcommittee of February 25, 2013.**

**Motion made by Supervisor Kaster, seconded by N. Vande Hei to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public – None.**

**1. Land and Water Conservation Department Budget Update – To be distributed at mtg.**

Interim Land and Water Conservation Director Jim Jolly informed that January and February were not closed yet so he provided the end of December financials. At the end of the day they were ahead \$27,000 for 2012. Expenses and revenues were both down. They came out great.

**Motion made by Supervisor Sieber, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**2. Request from the City of Green Bay to adopt Brown County's Animal Waste Ordinance.**

Supervisor Sieber stated that he was informed by Supervisor DeWane that the Green Bay City Council had passed this last Tuesday night.

Jolly informed that they got a call from Supervisor DeWane and that they were working with Supervisor Sieber on this because of complaints they had received. Jolly was asked to attend the City of Green Bay's Protection and Welfare Committee. Jolly informed the committee of what arrangements they had with other municipalities such as where they administer their ordinance for Hobart. The committee took it back, looked at it, and stated that they didn't want to do it. So it was best to work with the PD&T Committee and the county and have them administer their ordinance within the city limits of Green Bay. The Green Bay Assistant City

Attorney Jim Mueller emailed Jolly (located in the agenda packet) and they wanted the county to do a small change in the county's ordinance that would allow incorporated areas of Brown County to have that authority delegated to the county because there were provisions in State law that excluded this. It was by their request just like the committee wanted. He believed the next step would be to do the ordinance revision. Jolly stated that this was information at this point and they would probably be bringing it back if they moved forward with the ordinance change. There was really nothing to act on right now until they got the resolution and until they worked with Corporation Counsel to make those changes necessary. Corporation Counsel Juliana Ruenzel interjected that they wanted to wait until they got the resolution.

**Motion made by Supervisor Erickson, seconded by N. Vande Hei to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. **Interim Director's Report.**

Jolly informed that they had been busy over the last month participating in the Brown County Land & Water Conservation Department "LEAN Event" (report attached). At the last Land Con meeting Supervisor Erickson questioned if they needed more staff, Jolly responded that they needed to look at internal efficiencies and get that down before requesting additional staff. They started with their Soil and Water Resource Management Grant. LEAN looked at efficiencies within a process. They started by putting every action that they took from start to finish, when they received the grant to when they reapplied for reimbursement for the grant, and when they got through they had 190 steps. 190 was a lot of work! It made him realize why he was frustrated with the program. The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) required most of this and he felt they were not fairly compensated to do all of that work. They received \$130,000 a year for staff from DATCP and this was just one of several that their department administered. He felt they needed to show them this info and ask that they compensate them fairly. Now, the ATCP 50 revision will reduce staffing allocations for Land Conservation Departments statewide by \$1.3M. They don't know what it will mean for their department yet.

What they did was they looked at the process called "Value Stream Mapping". They looked at every step in the process and questioned what their customers really want out of this process. And out of 190 steps, there were 17 steps that they wanted. Everything else was to get there and to document everything.

When looking at the "Results - Customer added Value" portion of the handout, Jolly stated that what the customers really wanted from them was to increase efficiency by 2%. That was it. They were already doing a really good job. Staff did a great job one on one. They had over 120 years of staff experience in their department. They listed their staff strengths and what worked well for them: customer service, team work, experience, knowledge, recording and how they interact with other county departments, it was all excellent. They could further improve things but they needed new technology. Jolly noted that Erickson had suggested in the past doing planning through mapping and Jolly stated that they now could. They can move into this type of technology, LiDAR mapping, which gave them contours and they could map and do a lot of planning on waterways and stuff without having to go to the field but they needed a piece of GPS survey equipment to improve their overall because it would take their survey time from a two man operation, which it is now, to a one person operation. They did all of their own surveying. Kaster questioned if it was the same type of equipment that was purchased for the old survey department. Jolly stated that it was but it was a lot cheaper and they did have money right now to buy it. He informed that he had a request in for it. It would also help them

with different agencies that they worked with, NRCS and DATCP, they used the same kind of equipment so they could interrelate with them a lot better, send them plans over email, etc.

Jolly continued with the "Non-value added but necessary services" portion of the handout, he informed that they increased their efficiencies by 13%. He then spoke in regard to the "Waste" and "Conclusions" portion of the handout and added that they were going to have all of this documented and put on a auto cad drawing and hand it out to staff so they follow it. This was law now for them. If they were going to change it, they would change it as a group. It would document all of their processes. They know enough about this process now that they could do this in-house and they were going to go from grant to grant until they were all done. Then they can evaluate where they were at. One thing that this would do for them was succession planning. If someone new came on, they would know exactly how to do the job and who was responsible. He believed it was valuable.

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. **Such other matters as authorized by law. None.**
5. **Adjourn.**

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to adjourn at 6:21 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

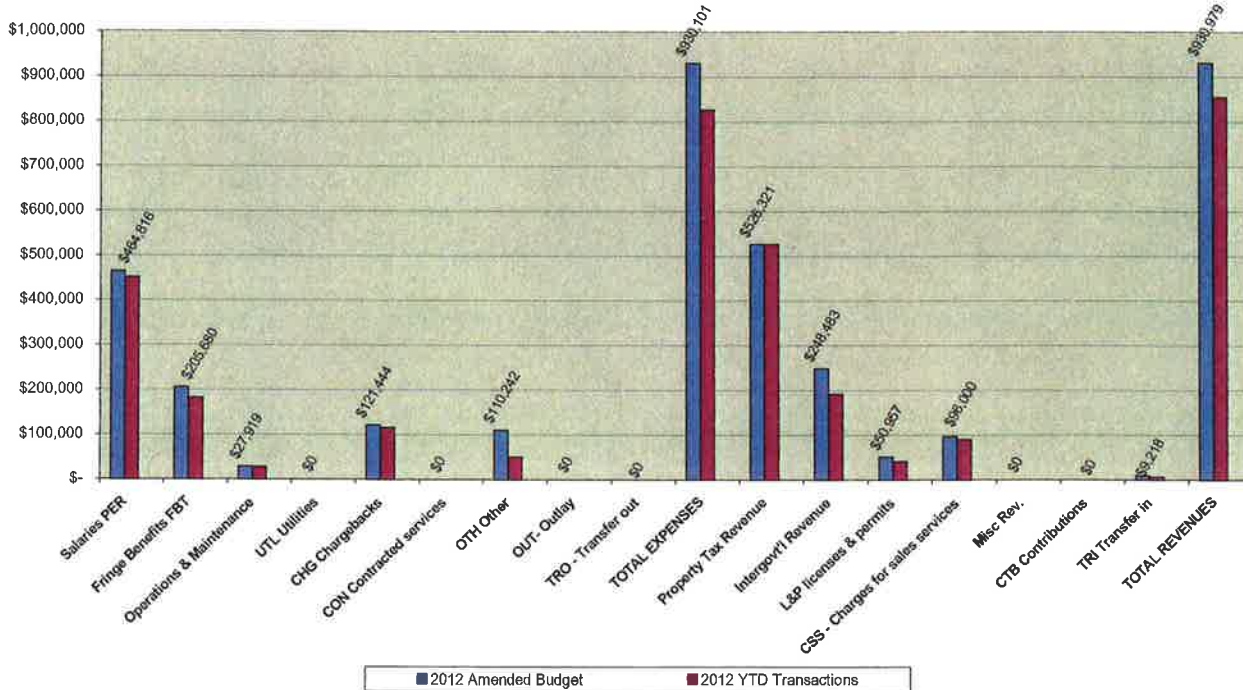
Alicia A. Loehlein  
Recording Secretary

# **Brown County Land & Water Conservation Budget Status Report**

December 31, 2012

	<u>2012 Amended Budget</u>	<u>2012 YTD Transactions</u>		<u>2011 Budget</u>	<u>2011 Actual</u>
Salaries PER	\$464,816	\$451,317	Salaries PER	477,345.00	470,581.00
Fringe Benefits FBT	\$205,680	\$181,897	Fringe Benefits FBT	205,937.00	193,360.00
Operations & Maintenance	\$27,919	\$27,022	Operations & Maintenance	47,279.00	43,234.00
UTL Utilities	\$0	\$0	UTL Utilities	72.00	0.00
CHG Chargebacks	\$121,444	\$116,034	CHG Chargebacks	103,702.00	103,624.00
CON Contracted services	\$0	\$0	CON Contracted services	0.00	
OTH Other	\$110,242	\$50,366	OTH Other	104,931.00	112,389.00
OUT- Outlay	\$0	\$0	OUT- Outlay	0.00	
TRO - Transfer out	\$0	\$0	TRO - Transfer out	0.00	
<b>TOTAL EXPENSES</b>	<b>\$930,101</b>	<b>\$826,636</b>	<b>TOTAL EXPENSES</b>	<b>939,266.00</b>	<b>923,190.00</b>
Property Tax Revenue	\$526,321	\$526,321	Property Tax Revenue	494,990.00	494,990.00
Intergov't Revenue	\$248,483	\$191,473	Intergov't Revenue	273,879.00	279,058.00
L&P licenses & permits	\$50,957	\$40,700	L&P licenses & permits	47,000.00	54,578.00
CSS - Charges for sales services	\$96,000	\$89,846	CSS - Charges for sales services	97,000.00	104,769.00
Misc Rev.	\$0	\$0	Misc Rev.	0.00	
CTB Contributions	\$0	\$0	CTB Contributions	2,000.00	2,000.00
TRI Transfer in	\$9,218	\$6,457	TRI Transfer in	24,397.00	24,355.00
<b>TOTAL REVENUES</b>	<b>\$930,979</b>	<b>\$854,797</b>	<b>TOTAL REVENUES</b>	<b>939,266.00</b>	<b>959,750.00</b>

**Land and Water Conservation December 31, 2012**



# **Brown County Land & Water Conservation Department “LEAN Event”**

**What is LEAN?** Lean is a collection of principles, methods and tools that improve the speed and efficiency of any process by eliminating waste.

**How does it work?** Lean recognizes that for most processes only 5% of activities add value for the customer, which means that 95% are either necessary non-value adding activities or waste.

**LCD event:** March 19<sup>th</sup> and 20<sup>th</sup>.

**Goal:** Streamline process and eliminate waste for the Departments Soil & Water Resource Management Grant

**Facilitators:** Beth Rodgers, Shelly Nackers, Chad Doverspike, Judy Knudsen

**Participants:** LCD Staff, Carrie Borofka and Patti Smeester (IS), Greg Baneck (Outagamie Co. LCD)

## **Results:**

**Customer added Value: (items our customers actually want from this grant process)** Increased efficiency by 2%

- \* This was a staff strength
- \* Further improvements can be realized through improved technology – utilizing lidar mapping for non-complicated surveys, GPS survey equipment to improve overall output.

**Non Value added but necessary services:** Increased efficiency 13%

- \* Fiscal, technical and legal responsibilities of process required by DATCP, NRCS, County

**Waste:** Reduced by 27% (utilized low cost/high value changes)

- \* Well abandonments – since this is a one time service, we will require landowners to come into office to accomplish all necessary paperwork
- \* Notary services – all field staff will become notaries so contract signing and notarizing can be done at customer's home reducing mileage, staff time.
- \* GPS survey – reduce staff time by making survey duties a one person job instead of two. Also will enable us to easily share data sets with other agencies who are already utilizing this equipment.
- \* Redistributed workloads among staff to improve the overall flow of the process.

**Conclusions:** This is a high value process that will allow us to critically analyze the various other grants administered by the department.

- \* Will help us better assess staff responsibilities.
- \* Document all processes for "Succession Planning"